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ABSTRACT

This guide outlines a step-by-step procedure for requesting school board approval for school-based child care programs. Individuals or groups contemplating the creation of such programs need to: (1) gain community support through public meetings; (2) approach school board members and district officials to gauge their level of support; (3) document the need for child care in the district through the use of a parent survey or other method; (4) prepare a detailed proposal; and (5) formally address the school board. Specific points of persuasion to help convince school board members and district officials of the need for before- and after-school child care programs are discussed. Examples of a parent survey form, sample operational budgets for after-school and full-day summer child care programs, and profiles of organizational models of three existing programs in southeastern Pennsylvania are provided. (MDM)

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DELAWARE VALLEY CHILD CARE COUNCIL

DVCCC

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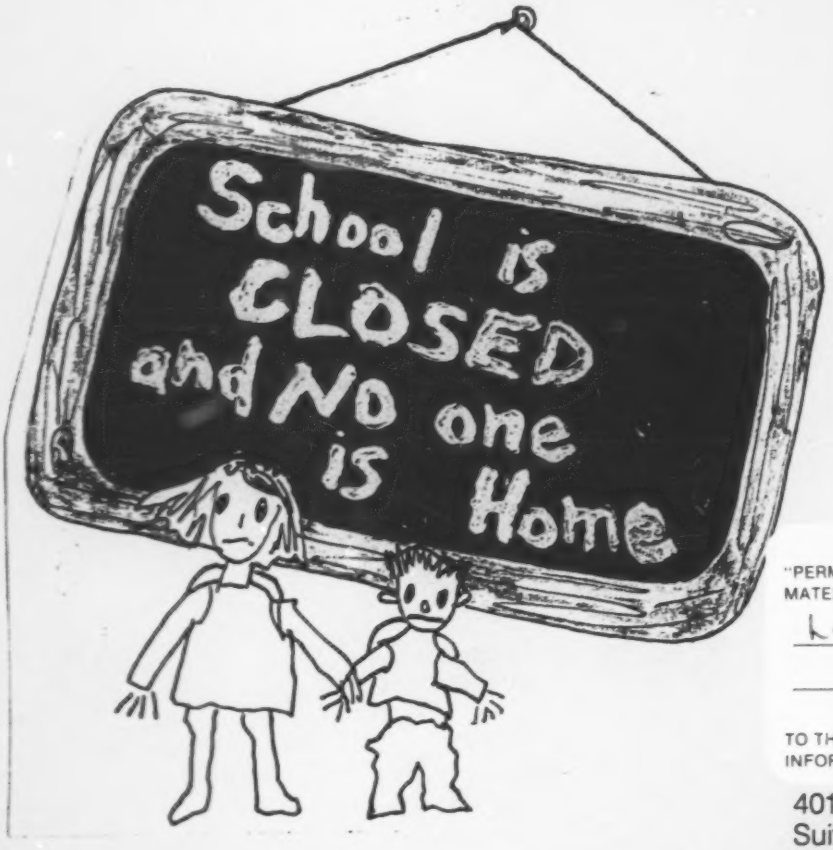
A GUIDE TO

REQUESTING SCHOOL BOARD APPROVAL

FOR BEFORE AND AFTER SCHOOL CHILD CARE



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SCHOOL AGE CHILD CARE PROJECT
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Montgomery County

A GUIDE TO

REQUESTING SCHOOL BOARD APPROVAL

FOR BEFORE AND AFTER SCHOOL CHILD CARE

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January, 1990

DELAWARE VALLEY CHILD CARE COUNCIL

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RESOURCES

DELAWARE VALLEY CHILD CARE COUNCIL

GAIN COMMUNITY SUPPORT

Talk with as many people as you can to find out who shares your concern. Post signs around the community asking people to call if they too are frustrated by the lack of school age child care. If there is a need for school age programs in your community, it won't be too long before you realize that you do not stand alone.

Plan a general meeting. Post invitations to the meeting at every public place you possibly can. Send personalized invitations to community organizations, school administrators, child care centers, etc. Publicize the meeting in your local newspaper.

Broad-based groups can achieve things that a narrower-base group cannot. Support should come from as many different voices in the community as possible. For example, local fire and police officials, the county prosecutor, a clergy member, social worker, senior citizen, an advocacy group (such as DVCCC), any active community/social group, or a college professor all may be willing to support your efforts. Talk with as many people as you can to find out who shares your concerns.

At your first meeting, find out what kind of community ties the group has to offer. Who knows a concerned senior citizen, a caring social worker, etc.? Everyone will need to go into the community and ask for written support on letterhead from as many people as possible. Also remember to ask the strongest supporters if they would be willing to voice their support at a school board meeting.

DELAWARE VALLEY CHILD CARE COUNCIL

APPROACH YOUR SCHOOL DISTRICT

Request a meeting or telephone your local school district. Find out what the school superintendent's position is on school age child care services as well as your local elementary school principal.

-Do they see a need for school age child care?

-Are they willing to become involved?

-What role, if any, would they be willing to play?

-Has the school conducted a needs assessment? If not, will they do so? Will they allow you to develop a parent survey and distribute it through the students at school?

-Are they concerned?

In addition, contact as many School Board Members as possible. Ask them, individually, the same questions. This will allow you to identify key individuals, and you may even gain support.

Assume that all the people you are talking to are your allies. Remember your goal, at this point, is to acquire information, gain attention, and discover who is sympathetic to your cause.

Learn the protocol for making requests of your school district and School Board.

DELAWARE VALLEY CHILD CARE COUNCIL

DOCUMENT THE NEED

Demonstrating the need for school age child care that exists in your community is the key to gaining School Board approval. If you have permission from your school district to conduct a needs assessment, evidence can be gathered through a parent survey distributed through the students at school. (SEE ATTACHED SAMPLE PARENT SURVEY) This will provide evidence of the need as well as a strong indication of potential participation.

If a parent survey is not possible and you have an energetic group, consider using U.S. Census Data to describe the number of school age children in your community and the number of parents in the workforce. Compare this with a telephone survey of area child care providers to ascertain the number of school age children currently served. At the very least, generate parent signatures on a petition to demonstrate need.

TIPS FOR CONDUCTING A SURVEY

1. Keep the questionnaire brief. Questions should be easy to answer and compile once they are returned. (A "check" response is quick to answer and can be analyzed easier than "fill in the blanks")

2. Questions should be clear and concise. Ask exactly what you want to know keeping in mind that the purpose of the survey is twofold: (1) to convince others of the need and (2) to collect data that can be used in designing a program.

3. Include a cover letter explaining the purpose of the survey and provide the name and telephone number of a contact person for parent questions.

4. Publicize the results of the survey. Consider developing a press release for your local newspaper. Everyone who participated in the survey will be interested in the results. This is the way to gain public approval and support.

PARENT SURVEY

Please fill in the following questionnaire for your child(ren) attending_____school and return to _____ by _____.

1. How many children do you have in this school who might participate in a before and/or after school child care program? Number _____.

2. Would you enroll your child(ren) in a school age child care program, if a private provider offered a program in the district elementary school(s)?

   _____ Yes _____ No

3. Please indicate which grade(s) your child(ren) is/are currently in. (please check grade for each child).

   ___ K ___ 1 ___ 2___ 3

   ___ 4 ___ 5 ___ 6 ___ 7___ 8

4. When would you need child care (check all that are appropriate).

   _____ Before School - Hours needed _____ AM to _____ AM

   _____ After School - Hours needed _____ PM to _____ PM

   _____ Before or After Kindergarten

   _____ School Holidays _____ School Vacations

   _____ Other, Specify _____

5. Parent fees are necessary to fund the operation of a quality program. Please indicate what you'd be willing to pay weekly per child.

   _____ Under $15 _____ $35 - $44 _____ $15 - $14

   _____ $45 - $54 _____ $25 - $34 _____ $55 +

6. What arrangements do you currently have for your child(ren) in the out of school hours?

   _____ Home alone _____ Enrolled in school age program

   _____ Home with parent _____ Home With adult relative other than parent

   _____ Home with brother/sister _____ Home with adult baby-sitter

   _____ Other arrangements (clubs, sports, lessons)

   - Please explain for each child

     _____

     _____

     _____

Thank you for your cooperation in completing this survey. If you have any questions you may contact _____ at (___)_____-_____.

Please Return By:_____

Return To: _____

_____

_____

(Please feel free to use the back of this paper to comment on needs not addressed by this survey)

Prepared by the Southeastern Pennsylvania School Age Child Care Project 10/89

DELAWARE VALLEY CHILD CARE COUNCIL

PREPARE A PROPOSAL

A proposal should detail how you want your school district to address the issue. Do you want your school district to provide transportation to a center? Do you want your school district to provide school space to a child care provider? Do you want your school district to operate a program? Prepare a typed proposal including the following information:

(1) EVIDENCE OF THE NEED

- include information obtained from the parent survey, the Census Bureau, or the parent petition.
- include letters of support from the community.
- include a general outline of the "latchkey" problem using a broad perspective. (SEE "POINTS OF PERSUASION")

(2) STATEMENT OF PURPOSE

- include a mission statement of the philosophy and goals of the proposed program. (Use the mission statements of a local child care center and your school district as a guide.)

(3) PROGRAM INFORMATION

- include specific information about the program such as:
  * where it will be held
  * hours
  * how will children get there
  * who will attend
  * program activities

(4) ADMINISTRATIVE ISSUES

- include specific information about administrative issues such as:

  * **Operating Budget:** What is the cost of the program & source of funds? Be sure to emphasize exactly what the costs will or will not be for the school district. (SEE SAMPLE BUDGET)
  * **Staffing:** Who will staff the program?
  * **Accountability:** Who will be responsible for the program and decision-making?
  * **Space Sharing:** How will it work?
  * **Liability Coverage:** Who will pay insurance?

FORMALLY ADDRESS THE SCHOOL BOARD

With all the groundwork complete, you are ready to call the School Board to be placed on the School Board agenda for the next meeting. This is the time to formally request approval for your proposal.

Publicize the School Board meeting so that parents and supporters can come and be part of the audience in support of school age child care. Send a general press release to your local newspaper, and then contact local reporters who normally cover school/children issues. Post announcements of the meeting throughout the community. Start a telephone chain among parents to encourage attendance. A full audience will provide visual support.

Arrange for the strongest supporters and advocates to speak at the meeting in support of the proposal. Include parents that realize a need for school age child care. Be sure that each speaker calls the school to be placed on the School Board agenda. Have each speaker prepare their testimony in written form and include this as part of your formal proposal.

Select someone from your group who can make a skilled presentation. Have the proposal typed and copied so that each board member receives a copy during the presentation. The spokesperson can then guide the School Board through the proposal. If you are a parent group and a child care provider making a partnership proposal to the School Board, consider having two people present the project. For example, a parent representative can present the evidence of the need, and the child care provider can present program information.

DELAWARE VALLEY CHILD CARE COUNCIL

POINTS OF PERSUASION

A diverse group giving testimony to the school board on the need for school age child care is an excellent strategy. Come from the point of view that school age child care is a service to the community and the children, beyond the arrangement of child care to children and a service to working parents. Emphasize that unsupervised children are at risk (to performing poorly in school, to abuse drugs, etc.) AND because unsupervised children are a risk to the community (increasing crime, police and fire records of juveniles, etc.) Remember, even a simple, common sense approach, merely stating that children left unsupervised are more likely to get into trouble, has meaning.

Be sure to include information about how surrounding school districts have addressed the need for school age child care: Nineteen of the sixty-one districts in Bucks, Chester, Delaware and Montgomery Counties already have school age child care programs located in their schools. Some schools permit child care providers to use school building space, some districts operate their own programs, and many provide transportation to and from community-based programs. (Contact DVCCC for more specific information.)

When you are developing a general outline of the "latchkey" problem, the following facts may help:

* The recent DVCCC "Needs for Child Care Report" indicated that there are more than 194,000 children ages 6-12 in the Southeastern Pa. Region, and it is estimated that 118,300 are "latchkey" children.

* 99% of all local suburban elementary school principals and school superintendents, surveyed by DVCCC in recent research, "SACC: Opinions from School Administrators", agreed that ALL elementary school children need regular after school supervision. 86% believe a growing number of children are left unsupervised. 73% believe that school facilities should be used for programs.

* A recent Harris survey of America's teachers say that the number one cause of poor performance in school, outside of poverty or divorce, is the "latchkey" problem.

*New research reported by Dr. Richardson, a professor of preventive medicine at University of So. California, confirmed that children who spend large amounts of time without adult supervision, particularly after school, are twice as likely to abuse alcohol, tobacco, and marijuana than children who are not left unsupervised.

OPERATIONAL BUDGET FOR AN ESTABLISHED AFTER SCHOOL PROGRAM

OPERATION: 40 Weeks Of Operation, open 2:30 - 6:30 Monday - Friday , serve 48 children

I PERSONNEL

1 - full time teacher/administrator $10/hr x 37.5 hrs x 42 wks =	$15,750	
Part-time teacher assistants $6/hr x 30 hrs x 42 wks =	$ 7,560	
Part-time aids $5/hr x 30 hrs x 42 wks =	$ 6,300	
Substitutes $5/hr x 3 hrs x 42 wks =	$ 630	
Total Personnel		$30,240

II BENEFITS

18% X $30,240 = (rounded to nearest dollar)	$ 5,443

III SUPPLIES

A. Office Supplies $.30 x 42 wks x 48 children =	$ 605
B. Postage estimated	$ 100
C. Program Supplies $1.25 x 42 wks x 48 children =	$ 2,520
D. Food (snacks only) $1.00/child per wk x 42 wks x 48 children = (rounded to nearest dollar)	$ 2,016

IV PRINTING AND REPRODUCTION

$30 mth x 10 mths =	$ 300

V INSURANCE (liability only)

Based on other programs of comparable size.	$ 2,750

VI OCCUPANCY EXPENSE (Rental of space & utilities)

$650 x 10.5 mths =	$ 6,825

VII STAFF TRAINING

$60 per staff person for 6 staff =	$ 360

VIII ADVERTISING/PROMOTION

Based on other programs.	$ 150
GRAND TOTAL:	$51,309

CALCULATION:

$51,309 div by 48 children div by 42 weeks = $ 25.45 per child

OPERATIONAL BUDGET FOR
FULL DAY SCHOOL AGE CHILD CARE SUMMER PROGRAM

OPERATION: 10 Weeks Of Operation, Open: Monday - Friday 7:30 Am - 6:30 Pm, serve 48 children

I PERSONNEL

Full-Time teacher/administrator $10 an hour x 37.5 hrs x 10 wks =	$ 3,750	
Full/Part-Time teacher assistants $6 an hour x 100 hrs x 10 wks =	$ 6,000	
Full/Part-Time aids $5 an hour x 100 hrs x 10 wks =	$ 5,000	
Substitutes $5 an hour x 8 hrs x 10 wks =	$ 400	
Total Personnel:		$15,150

II BENEFITS

18% x $15,150 = $ 2,727

III SUPPLIES

A. Office Supplies $.30 x 10 wks x 48 children =	$ 144
B. Postage estimated	$ 50
C. Program Supplies $1.25 x 10 wks x 48 children =	$ 600
D. Food (snacks only) children bring lunch $1 per child a week x 10 wks x 48 children =	$ 480

IV PRINTING AND REPRODUCTION

$30 per month x 2.5 months = $ 75

V INSURANCE (liability only)

Estimated for 2.5 months = $ 725

VI OCCUPANCY EXPENSES (rental space & utilities)

$650 per month x 2.5 months = $ 1,625

VII STAFF TRAINING

$60 per staff person for 6 staff = $ 360

VIII ADVERTISING/PROMOTION

$150 estimated = $ 150

GRAND TOTAL: $22,086

Calculation:

$22,086 div by 48 children div by 10 weeks = $46.01 per week per child.

DELAWARE VALLEY CHILD CARE COUNCIL

ORGANIZATION MODELS

Model 1: A school-based program operated by the school district.

(School district is fully responsible for the program. Insurance coverage provided by the school district.)

Model 2: A school-based program operated by the Community School.

(The school district provides space for the program and designates responsibility to the Community School. Insurance coverage is provided by the school district.)

Model 3: A school-based program operated by an outside child care provider. The provider may be for profit, nonprofit, or a parent group*.

(The school district provides space for the program but the child care provider is responsible for the program. Insurance coverage is provided by the child care provider.)

Model 4: A community-based program operated by a child care provider. The provider may be for profit, nonprofit, a parent group*, or a family day care provider.

(The school district provides transportation to the program. Insurance coverage is provided by the child care provider.)

* A parent group may develop their own program. Parents establish a corporation and serve as the Board of Directors, hiring staff and developing program policy.

DELAWARE VALLEY CHILD CARE COUNCIL

School Age Child Care

What Exists?

School District	County	# Elementary Schools	# Sch.Age Programs
Upper Merion	Montgomery	4	4

Who Operates the Program?

The program operates under the umbrella of Upper Merion School District. The program has operated for six years. It is licensed by the Department of Welfare.

Who Pays for the Program?

Parent's fees completely cover the cost of the program. Parents pay $3.00 for before-school care only or $5.50 for both before and after school care daily. For the extended Kindergarten program, parents pay $14.00 daily.

Who Staffs the Program?

The Director, who reports to the school superintendent and the school board, is responsible for staffing the program. Head teachers are certified and accompanied by teaching aides.

How was the Program Initiated?

The Director, in charge of the district's preschool program, approached the district superintendent about the possibility of providing before and after school care for district students. A survey to assess need was conducted which developed into a proposal for operation.

What are the Hours?

The before-school program begins at 7:00 a.m. and continues to the start of the regular school day. The after-school program operates from dismissal time until 6:00 p.m. The program includes an extended kindergarten program, early dismissal and off-school days.

What do the Children do?

The program is varied and includes homework time, sports, projects, free play and lesson plans. The Middle School Activities Program, for fifth and sixth grades, includes such activities as a beauty workshop, baseball cards, tent building, and computers.

DELAWARE VALLEY CHILD CARE COUNCIL

School Age Child Care

What Exists?

School District	County	# Elementary Schools	# Sch.Age Programs
Central Bucks	Bucks	10	5 After School 3 Before School

Who Operates the Program?

Central Bucks School District operates the program under the umbrella of its Community School. The program is in its fourth year of operation. It is licensed by the Department of Welfare.

Who Pays for the Program?

Parents' fees completely cover the cost of the program. Parents pay $85.00 for after-school care and $40.00 for before-school care monthly. The surplus money generated by the program funds additional Community School programs.

Who Staffs the Program?

The Community School is responsible for the staff of the program. The staff consists of Instructors, Educational Assistants, and Jr. Aides. Instructors must be certified teachers. Educational Assistants must have formal experience working with children, and high school students serve as Jr. Aides.

How was the Program Initiated?

The local YMCA approached Central Bucks School District in order to use school facilities for after-school care. This motivated the district to assess the need for school-age child care in the district. The superintendent then approached the Community School to develop a proposal for operation.

What are the Hours?

The before-school program begins at 7:15 a.m. and continues to the start of the regular school day. The after-school program opens at 3:30 p.m. and ends at 6:00 p.m.

What do the Children do?

The program is varied. There is a snack provided and a supervised homework period. Enrichment activities include cooking, drama, puppetry, sports, computers, etc. In addition, self-help programs are provided throughout the year such as First Aid, Preventing Home Accidents, Emergency Situations, etc.

DELAWARE VALLEY CHILD CARE COUNCIL

School Age Child Care

What Exists?

School District	County	# Elementary Schools	# Sch.Age Programs
Centennial	Bucks	6	1
Hatboro-Horsham	Montgomery	5	2
Upper Moreland	Montgomery	2	1

Who Operates the Programs?

The Hatboro-Horsham YMCA operates the programs and carries their own liability insurance. Centennial and Upper Moreland School Districts permit the YMCA to use their building space free-of-charge. Hatboro-Horsham School District has just instituted a $15.00 daily charge effective January, 1990. The YMCA provides any necessary transportation within each district.

Who Pays for the Program?

Parents' fees completely cover the cost of the program. Parents pay $93.00 for after-school care and $55.00 for before-school care monthly. The YMCA does provide a limited number of scholarships for needy families funded from their Annual Giving Campaign.

Who Staffs the Program?

The YMCA is completely responsible for staffing the program. One lead supervisor over the age of twenty-one trained by the YMCA is accompanied by aides, who are over the age of seventeen and have previous experience.

How was the Program Initiated?

Several parents approached the Centennial School District about their need for before and after school care. Centennial responded to the need by providing building space to the YMCA. The YMCA then approached the Hatboro-Horsham and Upper Moreland School Districts.

What are the Hours?

The program begins at 7:15 A.M. and runs until the start of the school day. The program resumes at dismissal time and is available until 6:00 P.M.

What do the Children do?

The program is varied. There is a snack provided and a homework period. Arts and crafts, sports, puppets, and field trips are all part of the program.

DELAWARE VALLEY CHILD CARE COUNCIL

RESOURCES

1. BADEN, GENSER, LEVINE, SELIGSON (1982) School-Age Child Care: An Action Manual, Auburn House Publishing Co., Boston, Mass.

   (This book can be obtained for $16.95 plus $2.50 for shipping from SACC Publications, Wellesley College Center for Research on Women, Wellesley, MA. 02181. Checks should be made payable to: School-Age Child Care Project. It is an excellent resource and is also available at many local libraries)

2. SOUTHEASTERN PENNSYLVANIA SCHOOL AGE CHILD CARE PROJECT, Operational Budget and Parent Survey.

   (For further information contact Leslie Roesler, 215-643-3841, 601 Knight Road, Ambler, PA. 19002

This project is funded by the Southeastern Pennsylvania School Age Child Care Project of the Day Care Association of Montgomery County.

The *Delaware Valley Child Care Council* is a problem-solving forum for the development of accessible and quality child care services for all children and families who seek such services. We are a nonprofit organization composed of parent, professional, community, labor and business leaders.

Contact: Janet Mintzer (215) 922-7526

The Mission of the *Southeastern Pennsylvania School Age Child Care Project* is to promote and assist in the development of new, expanded and innovative quality school age child care programs that are affordable and accessible to working families in this Region. This is accomplished through the provision of technical assistance, training and limited funding.

Contact: Leslie Roesler (215) 643-3841